



CHILD CARE ASSISTANCE PROGRAM

REQUEST FOR ADMINISTRATIVE REVIEW

For Office Use Only

YOUR RIGHTS

You have the right to discuss any action taken on your application or case with your caseworker or with your caseworker's supervisor.

CHILD CARE ASSISTANCE ADMINISTRATIVE REVIEW REQUEST

If you disagree with a determination made by the local child care assistance office, you may request an administrative review of the determination. You may do this by filling out the following information and delivering or mailing this request to the Child Care Program Office, 3601 C Street, Suite 140, PO Box 241809, Anchorage, AK, 99524-1809, within 15 days of the date you received the notice of determination from the local child care assistance office.

Please include:

- ☐ a copy of the determination for which administrative review is sought;
- ☐ a list of each alleged violation of a statute or regulation upon which the request is based;

- ☐ factual arguments supporting allegations of the aggrieved party;

And

- ☐ specific relief sought: _____

Printed Name _____ **Case Number:** _____

Signature: _____ **Date:** _____

GENERAL INFORMATION

7 AAC 41.435. Request for administrative review

(a) A family or provider aggrieved by a written determination made under this chapter may request an administrative review by the department of the determination by submitting a written request for administrative review to the department. A request under this section does not affect the right to appeal the determination under 7 AAC 49.

(b) A request for administrative review must be postmarked no later than 15 days after receipt of the determination for which review is sought. **The request for administrative review must contain**

- (1) a copy of the determination for which administrative review is sought;
- (2) a list of each alleged violation of a statute or regulation upon which the request is based;
- (3) factual arguments supporting allegations of the aggrieved party; and
- (4) the specific relief sought.

(c) The request for administrative review must be signed by the aggrieved party or an authorized representative.

(d) A determination that would result in the termination of previously authorized benefits will be stayed pending the outcome of the administrative review, unless the determination is based upon substantial evidence of threat or harm to a child in care.